



JOB DESCRIPTION

Title: **GEOGRAPHIC INFORMATION SYSTEMS
(GIS) SPECIALIST**

Department: Administrative and Development Services

Class Code: 3260

FLSA Status: Non-Exempt

Effective Date: March 9, 2018

Grade Number: 17

GENERAL PURPOSE

Under the general supervision of the GIS Manager. Independently completes mapping projects and generates simple & complex data. Uses ArcGIS to design, implement and maintain the cities geographic information system including databases, metadata documentation, reporting, and asset management system.

EXAMPLE OF DUTIES

- *-- Create and maintain geographic data sets ensures the accuracy and completeness of digital data.
- *-- Provide support to departments regarding spatial analysis and general map production requests. Editing & georeference GIS related data from hardcopy maps, drawing, or scanned images.
- *-- Use GPS unit or other mobile device to collect field data.
- *-- Coordinate directly with all city departments to develop and maintain specific GIS data and analysis.
- *-- Develop and maintain positive and constructive working relationships with City employees in various departments.
- *-- Provide support, and training for city personnel in relationship to GIS, GPS data collection and related software.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from an accredited college or university with a Bachelor's degree in GIS, Geography, or closely related field is required.

Special Requirements

- Must possess a valid Utah driver's license.
- Working knowledge of Windows Operating System.
- Working knowledge of ArcGIS Desktop 10.5+

Necessary Knowledge, Skills and Abilities

- Excellent knowledge of ArcGIS, ArcGIS Pro (not required but a plus), Windows and networking components. A conceptual knowledge of SQL Server.
- Desire & ability to learn and stay current on GIS technology.
- Knowledge of relational databases, understanding joins and relates. As well as creating simple SQL queries.
- Knowledge of cartography techniques.
- Good working knowledge of PC's, mobile devices.
- Ability to follow GIS standards in operations.
- Ability to interface different systems like ArcGIS, AutoCad, MS Office, databases, etc.
- Ability to operate GPS equipment.
- Ability to maintain effective working relationships with other departments, supervisor, and employees.
- Follow quality control procedures and techniques.

TOOLS & EQUIPMENT USED

- Personal computer including word processing, spreadsheet and design software; various mobile devices, phone, copy and fax machine, GPS equipment, large format plotters, and other equipment pertaining to this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to stand, sit; walk, talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl, and smell.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to meet DOT hearing standard requirements.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet to moderate.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.